



EUROPEAN COMMISSION

CALL FOR PROPOSALS

218-G-GRO-PPA-16-9245

**Enhancing quality jobs, apprenticeships and
traineeships in the tourism sector across Europe**

GRANT PROGRAMME 2016

The present call for proposals is composed of a set of Grant Submission Documents,
which form an integral part of this call:

The call for proposals,
The Guide for Applicants
The Submission Set

The terms set out in the call for proposals document shall take precedence over those in
the other parts of the Grant Submission Documents.

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INTERESTED PARTIES ARE INVITED TO READ CAREFULLY THE FOLLOWING INSTRUCTIONS, AND USE THE CHECKLIST PROVIDED IN CHAPTER II OF THE GUIDE FOR APPLICANTS IN ORDER TO SUBMIT COMPLETE APPLICATIONS.

1. CONTEXT

1.1. EUROPEAN TOURISM POLICY FRAMEWORK

The EU's competence for tourism is largely based on Article 195 of the Treaty, which states that the EU shall complement the action of Member States, in particular by promoting competitiveness.

The 2010 Communication on "Europe, the world N° 1 Tourist destination- a new policy framework for Tourism in Europe"¹ developed a new action framework for EU policy that aimed to make European tourism competitive, modern, sustainable and responsible with important links with the action framework established by the 'Europe 2020' economic strategy and EU Flagship Initiatives.

The above Communication sets, among other, to stimulate competitiveness in the European tourism sector. This is achieved throughout '**Improving professional skills**' together with other action lines:

- Promoting diversification of the supply of tourist services
- Developing innovation (and ICT) in the tourism industry
- Encouraging an extension of the tourist season
- Consolidating the socioeconomic knowledge base for tourism

Within this framework, a series of initiatives have already been undertaken by the Commission, including:

- **The section dedicated to the hospitality sector in EURES²**. EURES is the European jobseeker mobility network which provides information, guidance and support to jobseekers wishing to work in other Member States and to employers looking to recruit suitable candidates from other Member States. It also operates the EURES portal which provides information about job vacancies and mobility in Europe.
- The "**Skills passport in Hospitality and Tourism**" within EURES, enables users to record their work experience and request previous employers to endorse skills that have been gained on the job. Specific skills lists for three tourism subsectors – adventure, cultural and blue tourism were integrated into this passport.
- The **Tourism Business Portal³** provides information and tools to improve the management of companies in the tourism sector. With regard to workers' training, specific consideration is given to methodological models in the training of human resources, multimedia formats in training programmes and training content for tourism professionals. On-line tutorials are available, including those related to "How to choose the right employee in the tourism industry" and "How to develop the best employee training through e-learning".
- The Study to **map the skills needs to improve the accessibility and safety of tourism services** for disabled people and people with special needs⁴.

¹ Europe, the world's No 1 tourist destination – a new political framework for tourism in Europe, COM (2010) 352 final of 30.06.2010

² <https://ec.europa.eu/eures/public/homepage>

³ http://ec.europa.eu/growth/tools-databases/tourism-business-portal/index_en.htm

⁴ <http://bookshop.europa.eu/en/improving-information-on-accessible-tourism-for-disabled-people-pbNB6004587/>

- In cooperation with industry and academia, the Commission is developing the European Skills/Competences, Occupations, and Qualifications (**ESCO**)⁵ especially dedicated to **skills profiles needed in the tourism sector**.
- The **Study "Mapping and Performance check of the supply side of tourism education and training"**⁶ has identified major skills gaps in tourism education and training and the need for specific skills to adapt to new technological developments, customers' expectations and new occupations (e.g. destination management, sustainable tourism, cultural tourism, adventure tourism, accessible tourism).

1.2. AGENDA FOR NEW SKILLS AND JOBS

Launched in 2010, the Agenda for New skills and Jobs is part of the EU's overall strategy – Europe 2020 – promoting smart, sustainable and inclusive growth in the next 10 years and beyond. The objective is to help the EU reach its employment target for 2020: 75% of the working-age population (20-64 years) in work.

The Agenda also contributes to achieve the EU's targets to get the early school-leaving rate below 10% and more young people in higher education or equivalent vocational education (at least 40%), as well as to have at least 20 million fewer people in or at risk of poverty and social exclusion by 2020.

The Agenda presents a set of concrete actions aiming at, among other things, improving flexibility and security in the labour market, equipping people with the right skills for the jobs of today and tomorrow and improving the conditions for job creation.

These actions include

- **The reform of EURES** to develop its matching and placement capacity
- **Your First EURES Job**, a "targeted mobility scheme" that aims to help young people up to 35 years old to find a job, traineeship or apprenticeship in another Member State and employers in a certain sector, occupation, country or group of countries to find the skills they need to fill vacancies⁷
- **Drop'pin**⁸ a platform that aims to help young people boost their employability and skills by connecting them with opportunities across Europe. Opportunities are offered by organisations, including corporates, SMEs and NGOs. Drop'pin includes apprenticeships, traineeships, training programmes, e-learning courses, language training, mentoring and coaching schemes, entrepreneurship support as well as various mobility and financial support services. Drop'pin also offers organisations a place where they can find other organisations interested in cooperating and forming partnerships to develop new programmes and opportunities for young people.
- **The European Alliance for Apprenticeships (EAfA)**⁹ a platform which brings together governments with other key stakeholders, like businesses, social partners, chambers, vocational education and training (VET) providers, regions, youth representatives or think tanks.
- The **European Pact for Youth**¹⁰ was launched on 17 November 2015. It is a joint engagement of business and EU leaders, and supporting organisations, to work towards a culture of partnership between business, education and youth. The aim is to boost the employability of inclusion of young people, through the creation of 10,000 business-education partnerships and at least 100,000 new quality apprenticeships, traineeships and entry-level jobs by end-2017.

The common goal of all above actions is to strengthen the quality, supply and image of apprenticeships in Europe.

⁵ <https://ec.europa.eu/esco/home>

⁶ http://ec.europa.eu/growth/sectors/tourism/support-business/skills/index_en.htm

⁷ <http://ec.europa.eu/social/main.jsp?catId=1160&langId=en>

⁸ <https://ec.europa.eu/eures/droppin/en>

⁹ <http://ec.europa.eu/social/main.jsp?catId=1147&langId=en>

¹⁰ <http://ec.europa.eu/social/main.jsp?langId=en&catId=89&newsId=2387&furtherNews=yes>

1.3. EUROPEAN EMPLOYMENT POLICY

EU cohesion policy aims to promote more balanced, more sustainable 'territorial development' and thus contribute to 'reducing disparities between the various regions and the backwardness of the least-favoured regions'. This naturally has an employment and skills dimension, which is primarily supported by the **European Social Fund (ESF)**, the EU's main instrument for supporting Member States' policies for employment, skills development, mobility of workers and inclusion in the labour market.

The ESF provides funding for projects that train people and help them find work (particularly young people and disadvantaged people). It also supports Member States' efforts to improve the quality of public administration and governance and to support their structural reforms by giving them the necessary administrative and institutional capacities.

The ESF Regulation does not specifically prioritise support for tourism education and training.¹¹ However, most, if not all, Member States are using ESF to increase the volume, scope and quality of tourism education and training in some way.

1.4. EUROPEAN EDUCATION AND TRAINING POLICIES

EU education and training policy aims to raise Europe's educational performance and thus, amongst other things, provide the skills needed in the labour market. EU action is not specifically focused on tourism education and training. But by supporting reforms of national (and regional) systems and by helping to address common challenges, it ultimately does influence the performance of tourism education and training "systems".

To support the achievement of the objectives of Europe 2020 and of Member States' policies, the EU provides funding through a range of funding programmes.

Of these, the most significant is **Erasmus+** which aims to boost skills and employability, as well as modernising education, training, and youth work.

Within Erasmus+, the actions eligible for funding in the tourism sector can be divided in two broad categories¹²:

- Actions aiming at increasing learning opportunities and mobility of individuals, through the mobility projects for both higher education and vocational education and training learners and staff
- Actions aimed at enhancing the cooperation in the education sector at different levels mainly through joint Master's degrees, strategic partnerships, knowledge alliances and sector skills alliances.

1.5. SPECIFIC POLICY FRAMEWORK FOR THIS CALL

The European Parliament has launched in 2015 a pilot project "**Youth on the SPOT- Special partnership for Tourism**". The Pilot project calls on "a Special Partnership on Tourism (SPOT) to be established between European-level decision making and representatives of the tourism sector to facilitate the uptake of high quality jobs, apprenticeships and traineeships positions in the tourism industry across the EU, with a particular focus on small and medium sized businesses".

The tourism industries employed just over 12 million persons in Europe in 2014¹³ (around 9% of the total employment in the EU non-financial business economy). The sector provides employment both to the highly qualified, as well as to low-skilled workers. It offers job opportunities to both workers who enter the job

¹¹ Regulation (EU) No 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Council Regulation (EC) No 1081/2006

¹² See Chapter 6 of the Study on "Mapping and Performance check of the supply side of tourism education and training" http://ec.europa.eu/growth/sectors/tourism/support-business/skills/index_en.htm

¹³ EUROSTAT: http://europa.eu/rapid/press-release_STAT-15-6315_en.htm

market for the first time and to people re-entering the job market. It is the largest employer of migrant workers, part-time workers, as well as female workers¹⁴, and young people¹⁵.

Contrary to other industrial sectors, tourism very much relies on the competences and skills of its human capital. High-quality client service, provided by adequately skilled staff, is the key precondition for surviving and growing in an increasingly fierce competition against new, emerging destinations. Yet, the industry, in particular SMEs, struggles to find and retain skilled employees.

The sector does not appear high on the list of the most popular graduate jobs, in particular due to negative perception of the job quality¹⁶, seasonality and limited career prospects. Furthermore, in addition to the traditional qualification profile, tourism professionals are expected to deliver innovative and customised services for a wide range of target groups, including seniors, or travellers with special needs.

Moreover, the explosion and rapid evolution of digitalisation in the tourism sector requires new, specific knowledge not only from employees, but also from tourism entrepreneurs. SMEs often lack the necessary e-management skills that would enable them to keep up with the developments of online market places and distribution channels, new forms of marketing and communication with customers.

Skills mismatch is among the fundamental problem hampering the competitiveness of the tourism industry. The competences acquired by tourism professionals at all levels of the skills spectrum during education and training often do not match the expected performance. Education providers have a limited understanding of the requirements of employers and expectations of travellers in terms of the service provided.

At the same time, youth unemployment in the European Union remains unacceptably high, while many tourism enterprises are missing out on the best talent.

The Commission – in compliance with the objectives of the Pilot project – has decided to present this call and to focus on the promotion of the image of careers in the Tourism sector, underlining their attractiveness particularly with regard to the transnational perspectives.

The Call should thus enable and encourage jobseekers and tourism businesses to use existing tools, platforms and sources of funding (e.g. EURES, Drop'pin, European Alliance for Apprenticeships, European Pact for Youth, Your first EURES job, Erasmus +) and promote the importance of acquiring relevant skills through apprenticeships and traineeships in other EU countries, taking advantage of low season periods.

Moreover, this call will support transnational cooperation and the creation of public-private partnerships (including public or private employment services at European or national level) with the aim to adapt tourism education provision to emerging needs of employers.

¹⁴ More than 58% of those employed in the sector are women.

¹⁵ More than 13% of those employed in the sector are aged 15 to 24.

¹⁶ According to OECD, job quality pertains to all aspects of work affecting workers' well-being: material conditions (e.g. earnings, job security), work content (e.g. learning opportunities), organisation (e.g. time pressure, work autonomy) and atmosphere (e.g. colleagues, management support).

2. OBJECTIVES OF THE CALL

The overall objective of this call is to facilitate the uptake of high quality jobs, apprenticeships and traineeships positions in the tourism sector across the EU, with a particular focus on SMEs.

Specific objectives of the call are to:

- 1) Promote through education providers the image of careers in the Tourism sector.
- 2) Enable and encourage jobseekers and tourism businesses, particularly SMEs to use existing tools and funding opportunities in order to find and offer apprenticeships and jobs in other EU countries, (e. g. EURES, Your First Eures Job, Drop' Pin, European Alliances for Apprenticeships, Erasmus+).
- 3) Promote such tools and funding opportunities, also through education providers.
- 4) Promote the importance of acquiring quality and relevant skills, particularly through transnational experiences, and encourage mobility across the EU, taking advantage of low season periods.
- 5) Facilitate exchanges of good practices, the development of networks and discussion platforms between education providers and the private sector to boost employability in the tourism sector
- 6) Support transnational cooperation and public-private partnerships to adapt the existing education provision so that it better meets the emerging needs of employers and reflects new trends and developments in the tourism sector (e.g; digitalization, ageing of the population, new types of customers).

Financed actions

Applicants are required to propose a *model* with the aim to boost employability of young Europeans in the tourism sector. This model will focus on cross-border apprenticeships, traineeships and upgrading of skills. It should have a strong practical approach, such as analysis of experiences, participation of testimonials, guidance. Involvement of different operators in the tourism supply chain will be evaluated more favourably.

The model should include at least:

- Creation of a tool-box i) promoting tourism careers and their attractiveness and ii) presenting the tools and opportunities existing across EU for those who offer/look for a job in another Member State in the tourism sector (including traineeships, training programmes, entrepreneurship and managerial support as well as various mobility and financial support services);
- Six (6) awareness-raising and communication events to promote tourism careers and existing tools facilitating mobility across Europe. These events will take place in 6 different Member States representing at least 25% of the EU population, possibly throughout well-established job fairs or other European initiatives for the labour market;
- Specific training initiatives (preferably through the use of ICT tools e.g. e-learning packages; webinars) for entrepreneurs of the tourism sector on how to recruit talents;
- Specific training initiatives for jobseekers, preferably through the use of ICT tools, on how to highlight and better communicate skills with regard to positions in the tourism sector (e.g. e-learning packages; webinars, skills assessment, how to write a cv, how to prepare an interview, how to use EU online tools like EURES, DROPP'IN, etc.).
- Elaboration and implementation of a Communication Plan to give visibility to the above activities

The project developer will coordinate, if possible, with the European Commission (DG Internal market, Industry, entrepreneurship and SMEs), EU representations and already established networks (like European/national Travel & Tourism associations; Trade Unions, Europe Direct). As for the training

initiatives, these will be disseminated throughout different channels, including EU portals and social media accounts.

The project developer must, through the project actions and activities, encourage public/private partnerships and cooperation.

Target organizations

Public or private employment services at European or national level; Travel, Hospitality and Tourism industry associations; European, national, regional tourism associations; tourism education providers, authorities and agencies; trade unions; governmental and non-governmental organisations developing tourism policies; youth associations.

Final beneficiaries

Students, jobseekers, tourism businesses, particularly SMEs in the tourism sector.

Geographical coverage

The project must involve at least 6 EU Member States with geographically balanced coverage, covering at least 25% of the European population.

Languages

For promotional and training activities, deliverables shall be provided in the languages of the target countries, in addition to English.

Characteristics of the project

The project proposal must fulfil the following characteristics:

- Be technically and financially sustainable; the description of the proposal should also refer how the model could be further developed at the end of the project period both technically and financially.
- be replicable in the future, for other target countries.
- Create real measurable effects. The expected results of the model should be clearly outlined and it should be indicated how the results will be measured and what indicators will be used.
- Give visibility to the European Union's involvement in the project.

Expected Results

- Better use of tools and opportunities existing across EU for those who offer/look for a job in another member State in the tourism sector.
- Supporting education providers in developing appropriate skills for the tourism sector.
- Contribution to the growth of employment in the tourism sector.
- Fostering a greater sense of European identity.

Reporting to the Commission:

2 interim technical implementation reports and financial statements, including a consolidated statement and a breakdown between each beneficiary, respectively after 1/3 and 2/3 of the project duration (e.g. for 18 months projects, after 6 months and 12 months following the start date of the action).

1 final technical implementation report. This report will include all deliverables, a final assessment of the project and recommendations for the future, and a financial statement including a consolidated statement and a breakdown between each beneficiary: within 2 months following the closing date of the action.

Reports must be submitted by the coordinator in English.

3. TIMETABLE

Scheduled start-up date for the action: 1st December 2016

Maximum duration of actions is: 18 months

No applications will be accepted for projects scheduled to run for a longer period than that specified in this call for proposals

The period of eligibility of costs will start at the earliest the first day of the month following the signature of the agreement by both parties. If a beneficiary can demonstrate the need to start the action before the agreement is signed, the expenditure may be eligible as from a date before the agreement is signed. Under no circumstances can the eligibility period start before the date of submission of the grant application.

	Stages	Date and time or indicative period
a)	Publication of the call	5/04/2016
b)	Deadline for submitting applications	9 June 2016 – 17:00 Brussels time
c)	Information to applicants	October 2016
d)	Signature of grant agreement or notification of grant decision	November 2016
e)	Starting date of the action/ work programme	1/12/2016

4. EU FINANCING

Maximum budget allocated for EU financing under this call: **€500,000**

Indicative number of grants: 1.

Maximum EU financing rate of eligible costs: 75 %

Proposals with an EU co-financing beyond any of the above two maxima will not be eligible.

The Commission reserves the right to award a grant of less than the amount requested by the applicant. In such a case, applicants will be asked either to increase their co-financing, propose other co-financing means or to decrease the total costs without altering the substance of the proposal. Grants will not be awarded for more than the amount requested.

Publication of the call (on the Commission Internet site and/or in the Official Journal) does not guarantee the availability of funds for the above action.

4.1. GENERAL PRINCIPLES OF EU FUNDING

Non-cumulative award

Each action may give rise to the award of only one grant from the budget to any one beneficiary. In no circumstances shall the same costs be financed twice by the Union budget.

Applicants have to inform the Commission immediately of any multiple applications and multiple grants relating to the same action. The applicant shall inform about sources and amounts of EU funding received or applied for the same action or for part of the action. Applicants shall indicate if they receive EU funding for their functioning during the financial year in which the action takes place.

Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun, provided the applicant can demonstrate the need to start the action before the grant agreement is signed. In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

Co-financing

Grants shall involve co-financing, which implies that the resources necessary to carry out the action or the work programme shall not be provided entirely by EU contribution. EU financing may not cover 100% of the total costs of the action.

Co-financing of the action or of the work programme may take the form of:

- the beneficiary's own resources,
- income generated by the action or work programme,
- financial contributions from third parties.

Non-profit rule

EU grant may not have the purpose or effect of producing a profit within the framework of the action of the work programme of the beneficiary.

Where a profit is made, the Commission is entitled to recover the percentage of the profit corresponding to the EU contribution to the eligible costs actually incurred. For this purpose, profit shall be defined as a surplus of the receipts over the eligible costs incurred, when the request for payment of the balance is made.

Balanced budget

The estimated budget of the action or work programme is to be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros. Applicants, who foresee that costs will not be incurred in euros, are invited to use the exchange rate published on the Info-euro website available at http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm.

4.2. ELIGIBLE COSTS

In order to be eligible for funding, costs should be actually incurred by the beneficiary and meet the following criteria:

- they are incurred during the duration of the action or work programme, as indicated in the grant agreement, with the exception of costs relating to the request for payment of the balance and the corresponding supporting documents (audit certificates);
- they are indicated in the estimated budget of the action or work programme;
- they are necessary for the implementation of the action or of the work programme, in accordance with the description of the action, attached to the grant agreement;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

The costs made by affiliated entities can be eligible, provided that:

- the entities concerned are identified in the grant agreement;
- the entities concerned abide by the rules applicable to the beneficiary under the grant agreement with regard to eligibility of costs and rights of checks and audits by the Commission, OLAF and the Court of Auditors.

Please note that the exact scope of the eligibility of costs is defined by the grant agreement, which will be signed with the successful applicants.

4.2.1. Eligible direct costs

Direct costs of the action are those specific costs which are directly linked to the implementation of the action and can therefore be attributed directly to it. They shall not include any eligible indirect costs.

The following categories of costs can be considered as eligible direct costs:

- the costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the beneficiary's usual policy on remuneration. Those costs may also include additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used.
- salary costs of the personnel of national administrations to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken.
- costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel;
- the depreciation costs of equipment or other assets (new or second-hand) as recorded in the accounting statements of the beneficiary, provided that the asset has been purchased in accordance with the conditions applicable to implementation contracts and that it is written off in accordance with the international accounting standards and the usual accounting practices of the beneficiary
- costs of consumables and supplies, provided that they are purchased in accordance with the conditions applicable to implementation contracts;
- costs arising directly from requirements imposed by the grant agreement (dissemination of information, specific evaluation of the action, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with the conditions applicable to implementation contracts;
- costs entailed by subcontracts, concluded for the externalisation of specific tasks or activities which form part of the action or workprogramme as described in the proposal, provided that the conditions with the conditions applicable to implementation contracts are met;
- duties, taxes and charges paid by the beneficiary, provided that they are included in eligible direct costs, and unless specified otherwise in the Agreement.
- costs relating to a pre-financing guarantee lodged by the beneficiary of the grant, where that guarantee is a condition for the payment of a pre-financing;

4.2.2. Eligible indirect costs

A flat-rate amount of 7 % of the total eligible direct costs of the action is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

Indirect costs may not include costs entered under another budget heading.

Indirect costs are not eligible for beneficiaries that receive an operating grant from the European Commission.

4.2.3. Non-eligible costs

In addition to any other costs which do not fulfill the conditions set out in Article II.19.1, the following costs shall not be considered eligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;

- doubtful debts;
- exchange losses;
- costs of transfers from the Commission charged by the bank of a beneficiary;
- costs declared by the beneficiary in the framework of another action receiving a grant financed from the Union budget (including grants awarded by a Member State and financed from the Union budget and grants awarded by other bodies than the Commission for the purpose of implementing the Union budget);
- in particular, indirect costs shall not be eligible under a grant for an action awarded to a beneficiary which already receives an operating grant financed from the Union budget during the period in question;
- excessive or reckless expenditure;
- deductible VAT.
- participation by any staff of the institutions in actions receiving grants
- any other costs which have been specified as ineligible in the call for proposal

In addition to the above, the Commission can refuse to finance certain costs included in the proposal. The beneficiary can decide to maintain and finance these costs out of his own resources, but they will not be taken into account as eligible costs.

4.3. CO-FINANCING AND JOINT AND SEVERAL RESPONSIBILITY

The beneficiary has to supply evidence of the co-financing provided. It can be provided either by way of own resources, or in the form of financial transfers from third parties,

In case of a joint application, all partners shall agree upon appropriate arrangements between themselves for the proper performance of the action.

In particular, they shall accept joint and several responsibility for repaying any debt up to the maximum amount of the grant, as stipulated in the Special Conditions of the draft grant agreement.

The final grant agreement shall be signed by each applicant. Alternatively it shall be signed by the appointed co-ordinator, provided that a power of attorney has been conferred to this entity (Annex IV of the draft grant agreement).

4.4. IMPLEMENTATION CONTRACTS/SUBCONTRACTING

Where the implementation of the action or the work programme requires the use of contracts (implementation contracts), the beneficiary must ensure that the contract is awarded to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit.

Entities acting in their capacity of contracting authorities shall abide by the applicable national public procurement rules, in the meaning of Directive 2014/24/EU on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts or contracting entities in the meaning of Directive 2014/25/EU coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

Sub-contracting for the purpose of the action

Sub-contracting refers to contracts concluded for the externalisation of specific tasks or activities which form part of the action or work programme as described in the proposal. Such contracts must satisfy the conditions applicable to any implementation contract and, in addition, the following conditions:

- Subcontracting may only cover the implementation of a limited part of the action up to **50 %** of the eligible costs.

- It must be justified having regard to the nature of the action and what is necessary for its implementation;
- The proposal should clearly identify the subcontracted activities

Subcontracting does not in any way limit the responsibility of beneficiaries for the implementation of the action. Please note that the beneficiary(ies) should have the necessary capacity to perform the project. Only tasks that are not core business can be sub-contracted to consultants.

It is not necessary to have already selected subcontractors at the time the proposal is submitted. However, cost of contractors not selected in accordance with the applicable rules for procurement will not be eligible.

4.5. FINANCIAL SUPPORT TO THIRD PARTIES

The applications may not envisage provision of financial support to third parties.

4.6. FINAL GRANT AND PAYMENT ARRANGEMENTS

The draft grant agreement annexed to this call for proposals specifies the calculation of the final grant and the payment arrangements.

Your attention is in particular drawn to the General Conditions of the grant agreement, where the eligibility of costs is described. Detailed explanations and a description how costs should be budgeted and reported can be found in the Guide for Applicants.

EU grant may not have the purpose or effect of producing a profit within the framework of the action of the work programme of the beneficiary. Where a profit is made, the Commission is entitled to recover the percentage of the profit corresponding to the EU contribution to the eligible costs actually incurred. For this purpose, profit is defined as a surplus of the receipts over the eligible costs incurred by the beneficiary, when the request is made for payment of the balance. Where such a surplus occurs, the Commission is entitled to recover the percentage of the profit corresponding to the EU contribution to the eligible costs actually incurred by the beneficiary.

The Commission may require the beneficiary to lodge a guarantee for grants exceeding € 60 000, based on a risk analysis.

In the event that the applicant's financial capacity is not satisfactory, a pre-financing guarantee for up to the same amount as the pre-financing may be requested in order to limit the financial risks linked to the pre-financing payment.

The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. When the beneficiary is established in a third country, the authorising officer responsible may agree that a bank or financial institution established in that third country may provide the guarantee if he considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee may be replaced by a joint and several guarantee by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

5. ELIGIBILITY

APPLICATIONS MUST COMPLY WITH ALL OF THE ELIGIBILITY CRITERIA SET OUT IN THIS SECTION.

5.1. ELIGIBLE APPLICANTS

a) Applications from legal entities established in one of the following countries are eligible:

- **EU Member States.**

(Proposals including an entity from a non EU Member States in the consortium will not be eligible).

b) The transnational nature of the project must be demonstrated by filling in forms A (Electronic submission platform)

c) Several applicants, submitting a joint proposal should choose within their midst a lead organisation, referred to as the coordinator. The coordinator and its partners must satisfy the same eligibility criteria.

d) Applications must be submitted by a legal persons.

The **consortium** (i.e. the coordinator plus its partners) must be composed of a minimum of **three (3)** different legal entities located in at least three (3) Member States.

e) The consortium must include at least:

One (1) training provider active in the field of tourism education (university, school, vocational training providers) and **one (1) umbrella organisation representing at European level national industry associations/federations in the tourism sector...**

f) Remaining members of consortium must correspond to the definition of one of the following organisations and be active in the field of tourism, culture, education, employment or any other field that is strictly related to the object of the proposal:

f.1. Public governmental authorities¹⁷ and their networks or associations at international, national, regional and local level, or other organisations acting on behalf of a public governmental authority¹⁸.

f.2. Academic training, education establishments, tourism training providers, or research centres ;

f.3. Destination management organisations and their networks/associations;

f.4. Tourism, Hospitality and Travel industry/organizations and their umbrella associations;

f.5. Not-for-profit / Non-governmental organisations, civil society organisations;

f.6. International, European and national associations active in the field of tourism and related fields

f.7. Youth Associations and their umbrella organizations.

f.8. Trade Unions in the field of Tourism and their umbrella Associations.

¹⁷ For the purpose of this call, public governmental authorities at national, regional and local level are ministries, regions, provinces, departments, municipalities, city councils and communes.

¹⁸ "Acting on behalf of" means having delegated powers or being empowered by a public governmental authority to perform activities on its behalf in the field of tourism, culture, education, employment that is strictly related to the object of the proposal. Being dependent from or in a special administrative relation/subordination with a public governmental authority does not in itself demonstrate that an organisation is "acting on behalf of" that authority. The delegation of powers or empowering must be established by an official document.

IMPORTANT

Please note that bodies that do not fall within one of the above listed categories may not apply for the present call. Subcontracting will however be permissible for them in compliance with the rules and within the limits set at point 4.4 of this call.

- Corporate bodies must be properly constituted and registered under the law. If a body or organisation is not constituted under the law, a physical person must be designated to provide the legal responsibility.
- Legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation, may take part in the action as affiliated entities, and may declare eligible costs. For that purpose, applicants shall identify such affiliated entities in the application form. The affiliated entities will have to comply with the eligibility and exclusion criteria.
- Several entities that form together one entity, whether or not this entity is established for the purpose of implementing the action, may apply as a sole beneficiary. The entities will be considered as affiliated entities, which each will have to comply with eligibility, exclusion and selection criteria.

Supporting documents

Subject to the eligibility criteria indicated above, the applicants should provide the following supporting documents to establish their eligibility:

- **private entity:** extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
- **public entity:** copy of the resolution or decision establishing the public company, or other official document establishing the public-law entity;
- **consortium:** in addition to the supporting documents referring to their legal status, consortium members will submit letters confirming their participation to the project;
- **entities without legal personality:** documents providing evidence that their representative(s) have the capacity to undertake legal obligations on their behalf.

5.2. ADMISSIBLE AND ELIGIBLE PROPOSALS

Applications must comply with the following conditions in order to be eligible for a grant:

- Applications must be sent no later than the deadline for submitting applications referred to in section 9.
- Applications must be submitted in writing, using the application form and the electronic submission system, as indicated in the Guide for Applicants.
- Applications must be drafted in one of the EU official languages. If your proposal is not in English, a translation of the full proposal would be of assistance to the evaluators. An English translation of an abstract may be included in the proposal (see Guide for Applicants).
- Proposals must be submitted in conformity with the call specifications.
- Only projects that are strictly non-profit-making and/or whose immediate objective is non-commercial shall be eligible.
- Applications must respect the maximum rate for EU co-financing.
- Applications must respect the maximum amount for EU co-financing.

- Applications must respect the maximum duration of projects.
- Applications must respect the requirements set for the start date.
- Applications may not include contributions in kind as part of their co-financing
- Applications may not include financial support to third parties

Any project directly or indirectly contrary to EU policy or against public health, human rights, citizen's security or freedom of expression will be rejected.

6. EXCLUSION CRITERIA

6.1. EXCLUSION FROM PARTICIPATION

An entity will be excluded from participating in the call for proposals procedure if :

(a) it is bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations;

(b) it has been established by a final judgment or a final administrative decision that the entity is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;

(c) it has been established by a final judgment or a final administrative decision that the entity is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:

(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;

(ii) entering into agreement with other entity with the aim of distorting competition;

(iii) violating intellectual property rights;

(iv) attempting to influence the decision-making process of the contracting authority during the procurement procedure;

(v) attempting to obtain confidential information that may confer upon it undue advantages in the procurement procedure;

(d) it has been established by a final judgment that the entity is guilty of any of the following:

(i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;

(ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the law of the country where the contracting authority is located, the country in which the applicant is established or the country of the performance of the contract;

(iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;

(iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;

(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;

(vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;

(e) the entity has shown significant deficiencies in complying with main obligations in the performance of a contract financed by the budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;

(f) it has been established by a final judgment or final administrative decision that the entity has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95.

The same exclusion criteria apply to affiliated entities.

6.2. EXCLUSION FROM AWARD

Grants will not be awarded to applicant who, in the course of the grant award procedure is:

(a) is in a situation of exclusion established in accordance with Article 106 FR

(b) has misrepresented the information required as a condition for participating in the procurement procedure or has failed to supply that information;

(c) was previously involved in the preparation of procurement documents where this entails a distortion of competition that cannot be remedied otherwise.

The same exclusion criteria apply to affiliated entities.

6.3. SUPPORTING DOCUMENTS

Applicants must sign a declaration on their honour certifying that they are not in one of the situations referred to by filling in the “**Exclusion Criteria Form**” (**form B4**)

Administrative and financial penalties may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation.

By using the “Exclusion Criteria Form” applicants shall declare on their honour that they are not in one of the situations referred to in Articles 106 and 107 of the Regulation (EC, Euratom) n° 966/2012 on the financial rules applicable to the general budget of the Union (Financial Regulation, as amended).

Please note that administrative and financial penalties may be imposed by the Commission on applicants who are excluded in relation to points a) to g) of the form in question.

For grants with a value exceeding € 60 000, the Commission may require further evidence, as indicated in article 143 Rules of Application.

7. SELECTION

7.1. FINANCIAL CAPACITY

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

For grants < EUR 60 000:

- a declaration on honour

For grants ≥ EUR 60 000,

- a declaration on honour and,
- form B/5 provided for in the submission set, filled in with the relevant statutory accounting figures. Other documents may be submitted if needed (see IV.4 Guide to applicants)

Please note that the amount of EUR 60.000 refers to the total amount requested by all applicants taken together.

For grants for an action ≥ EUR 750 000 or operating grants ≥ EUR 100 000, in addition:

- an audit report produced by an approved external auditor certifying the accounts for the last financial year available.

In the case of affiliated entities forming together **one** sole applicant, the above requirements apply to each of the affiliated entity.

7.2. OPERATIONAL CAPACITY

Applicants must show they have the **operational (technical and management) capacity** to complete the operation to be supported and must **demonstrate their capacity to manage scale activity** corresponding to the size of the project for which the grant is requested. In particular, the **team responsible** for the project/operation must have **adequate professional qualifications and experience**.

In this respect, applicants have to submit a declaration on their honour and the following supporting documents:

- curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the operation (accompanied where appropriate, like in the field of research and education, by a list of relevant publications);
- the organisations' activity reports;
- an exhaustive list of previous projects and activities performed and connected to the policy field of a given call or to the actions to be carried out;

In the case of affiliated entities forming together a sole applicant, the above requirements apply to each affiliate entity. This obligation does not apply to secondary or higher education establishments. The selection procedure is described in further detail in the Guide for Applicants.

8. AWARD

An evaluation of the quality of proposals, including the proposed budget, will be carried out in accordance with the evaluation criteria set out in annex 3 to this call for proposals.

The evaluation procedure is described in further detail in the Guide for Applicants.

9. SUBMISSION OF PROPOSALS

Please note that only electronic submissions are allowed for this call.

Please consult the Guide for Applicants for the modalities of preparing the proposal.

Submission of a grant application implies acceptance of the conditions of the grant agreement, attached to this call.

The deadline for submission of proposals is:

THURSDAY – 9/06/2016 [17.00:00 Brussels local time]

10. CONTACTS

Contacts between the contracting authority and potential applicants can only take place in certain circumstances and under the following conditions only:

Before the final date for submission of proposals,

- At the request of the applicant, the Commission may provide additional information solely for the purpose of clarifying the nature of the call.
- Any requests for additional information must be made in writing only to the coordinates stated below.
- The Commission may, on its own initiative, inform interested parties of any error, inaccuracy, omission or other clerical error in the text of the call for proposals.
- Any additional information including that referred to above will be published on the internet in concordance with the various call for proposals documents.

After the deadline for submission of proposals:

- If clarification is requested or if obvious clerical errors in the proposal need to be corrected, the Commission will contact the applicant provided the terms of the proposal are not modified as a result.
- If the authorising officer finds that proposals listed for award need limited adaptations, the applicants will receive a formal letter setting out the requested modifications. Any such modifications must stay within the limits of the request. This phase will not lead to a re-evaluation of the proposals, but a proposal might be rejected if the applicant does not wish to comply with the modifications requested.

Contact coordinates for the call:

European Commission

Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs

Directorate F: Innovation and Advanced Manufacturing

Unit F4: Tourism, emerging and creative industries

E-mail address: GROW-CFP-16218-SPOT@ec.europa.eu

Office address:

European Commission

Directorate-General Internal Market, Industry, Entrepreneurship and SMEs

Directorate F: Innovation and Advanced Manufacturing

Office : N105 – 09/023 (Financial Team)

B-1049 Brussels, Belgium

11. DATA PROTECTION

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal will be processed solely for that purpose by Unit GROW.F.4: Tourism, emerging and creative industries".

Details concerning the processing of personal data are available on the privacy statement at:

http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf

Personal data may be registered in the Early Detection and Exclusion System (EDES) if the applicant is in one of the situations mentioned in Article 106 of the Financial Regulation. For more information, see the Privacy Statement on:

http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)

12. PUBLICITY

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the emblem and the disclaimer available at http://ec.europa.eu/dgs/communication/services/visual_identity.

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement or grant decision.

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

- name of the beneficiary;
- address of the beneficiary (legal persons) or reference to the region (natural persons);
- subject of the grant;
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

13. ANNEX 1 SUBMISSION SET

The Submission Set composed of :

- ✓ Form B1- B2 Budgetary Forms
- ✓ Form B3 - Co-financing statement form
- ✓ Form B4 - Exclusion form
- ✓ Form B5 - Financial Statement Form
- ✓ Form B6 - Description of the project
- ✓ Form B7 - Curriculum Vitae
- ✓ Form B8 - Professional references
- ✓ Form B9 - Miscellaneous

is available in SEP website

14. ANNEX 2 GUIDE FOR APPLICANTS

The Guide for Applicants can be downloaded from the following page:

http://ec.europa.eu/growth/contracts-grants/calls-for-proposals/about-our-grants/index_en.htm

15. ANNEX 3 EVALUATION CRITERIA

When assessing the below evaluation criteria, the evaluation committee generally pays attention to the elements indicated below each criterion. Please note that these elements, which are indicative and non-exhaustive, are given on the basis of transparency and in order to help applicants to improve their applications.

EVALUATION CRITERIA AND KEY ELEMENTS LIKELY TO BE ASSESSED BY THE EVALUATION COMMITTEE	MAX. SCORE
1. Relevance	30
<i>To what extent the project builds on fostering better skills in tourism particularly through transnational apprenticeships and/or fostering tourism entrepreneurship, thus contributing to the quality of services in the EU and the reputation of Europe as a destination?</i>	
<i>To what extent the proposal contributes to building up transnational networks and cooperation tools between jobseekers, education providers and entrepreneurs to adapt tourism education to emerging needs of employers?</i>	
<i>To what extent do the expected results of the proposal contribute to enhancing the image of tourism careers ?</i>	
<i>To what extent are the European Community policies in the field of tourism skills enhancement promoted?</i>	
<i>To what extent this type of action would reflect positively on the image of the EU and the Commission?</i>	
2. Visibility	10
<i>To what extent will the Community involvement in the project or activity be publicised?</i>	
<i>To what extent this type of action would reflect positively on the image of the EU and the Commission?</i>	
3. Impact	25
<i>To what extent would the project benefit tourism SMEs, the local economy, local communities, etc.?</i>	
<i>To what extent does the proposal contain potential multiplier effects? (Including possibilities for replication and extension of project outcomes, dissemination of information, foreseen contribution or cooperation with other regional, national and European level initiatives.)</i>	
<i>To what extent is the initiative likely to continue after the end of EU financing?</i>	
4. Quality	25
<i>To what extent has the project been well thought out or prepared? (e.g. supported by a market analysis)?</i>	
<i>How clear and feasible is the plan of action? To what extent are the project partners well-chosen and their tasks properly allocated (different types of partners, relevance of the partners to the project, degree of involvement of the partners, clear distribution of tasks)?</i>	
<i>How coherent, appropriate and practical are the activities proposed?</i>	
<i>To what extent does the project contain specific elements of added value, such as innovative approaches, models for good practice</i>	
<i>How coherent and robust are the project processes and structures? (management structure, coordination mechanisms, countervailing measures to reduce risks ...)</i>	
<i>How well described and realistic are the proposed performance indicators?</i>	
5. Budget and Cost-effectiveness	10
<i>To what extent is the budget clear and detailed? Does the breakdown of the budget, category by category, offer a way of ensuring that the amount of the grant awarded is the minimum necessary for the operation to be completed?</i>	
<i>Do the probable results stand in a reasonable relationship to the amount of the grant? (Is the project offering value for money? Conversely, is it possible to implement the project and its deliverables with the proposed budget?)</i>	
<i>To what extent are there better ways of achieving the expected results?</i>	
Maximum total score	100

If a total score lower than 70 points or a score lower than 50% for any of the above five criteria is obtained, the proposal will not be evaluated further.

16. ANNEX 4 - AGREEMENT

- [Multi-beneficiary Grant agreement for action](#)